Pursuant to the Statute of the IEDC– Bled School of Management, Postgraduate Studies (12/2018), the Senate, at its session on March 12, 2020 adopted the

REGULATIONS
ON THE DBA PROGRAM AT IEDC-BLED SCHOOL OF MANAGEMENT

GENERAL PROVISIONS

Article 1

These regulations define in detail the academic disciplines for which the IEDC–Bled School of Management (hereinafter: IEDC) organizes research and education for earning a DBA degree, the admission requirements, the criteria for selecting DBA students and the selection procedure in the case of limited enrollment, the conditions for advancing to the next year and completing the program, the conditions for registering the dissertation topic, the process for approving the dissertation topic, the process for assessing and defending the dissertation, and the process for the withdrawal of a doctorate.

Article 2

The IEDC offers and organizes research-based activities and education for earning a doctorate in ISCED field 34 (business and administration).

The DBA program lasts four years and comprises classroom instruction, research seminars and individual research work.

ADMISSION REQUIREMENTS

Article 3

Anyone who has completed the following is eligible to enroll in the DBA program:
- A second-cycle degree program (the Bologna master degree),
- A pre-Bologna university undergraduate degree program (equivalent to 300 ECTS),
- A specialization program and a pre-Bologna professional higher education program if they together meet the program academic requirements of 300 ECTS,
- An MBA degree.

Based on the number of available mentors or other limitations applicable, a limited number of places for enrollment into the DBA program may be defined.

Article 4

An application documentation package for the DBA program must include the following:

- Completed Application form,
- Certified copy of highest degree diploma, translated into Slovene or English by a court interpreter,
- 3 letters of recommendation,

- Preliminary research proposal in which the candidate describes the topic of her or his intended DBA research with accordance to the Guide for structuring the DBA Research Proposal for Application
- Motivational letter in which the candidate explains the reasons for enrolling into the DBAl program,
- Candidate's CV with the list of publications (co-)authored by the candidate.

Candidates must submit their applications with all the enclosures within the publicly announced application deadline.

IEDC may request from candidates to submit additional information.

SELECTION PROCEDURE

Article 5

Within seven days after the application deadline the DBA Program Director will give written feedback about each candidate to the Postgraduate Studies and Quality Commission (PSQC). The PSQC review and approve the feedback, as well as decide on the list of candidates to be progress in the admission process.

Article 6

The DBA Program Director will invite the selected eligible candidates for a DBA admission interview, which is a precondition for final admission. A senior IEDC faculty member, who will conduct the interview, will be appointed.

The faculty member conducting the interview will provide written feedback about the results of the interview to the DBA Program Director.

Article 7

After the interviews with the candidates are conducted, the PSQC decides on the final list of accepted candidates.

The candidates will be ranked based on the following criteria:
- Assessment of the candidate's personal track record; in case that the candidate had studied at IEDC before, the track-record during those studies will be taken into account, while both for such candidates and those without IEDC experience their professional achievements as well as their professional reputation will be taken into account,
- Assessment of the candidate's motivation, clarity of the career goals and interests and their compatibility with the purpose of the DBA program,
- Assessment of the candidate's DBA research draft structure and content,
- Assessment of the interview.

In case of limited enrollments, candidates with the highest ranking will be accepted.

Article 8

After the selection procedure is completed, the DBA Program Director will, in written form, invite the accepted candidates to sign a contract.

Those candidates who were not accepted will be informed in written form about the outcome, but IEDC is not obliged to release any detailed information about how far they progressed in the admission process, how many points they received or at which place

they were ranked. Candidates not accepted in one academic year will have the right to re-apply for another academic year.

Article 9

The selected candidates must sign a contract within 15 days after they are notified of their selection and pay the first installment of the tuition according to the contract conditions. Only by doing that, will they obtain the status of the DBA student.

Article 10

The PSQC processes and performs the recognition of exams and other study obligations performed by candidates at other higher education institutions.

Candidates who have successfully completed a course in another study program with contents and credit evaluation that correspond to the course under the current study may submit a request to the PSQC to credit the already completed course towards their degree study. The submitted application shall consist of a certificate on the course completed and official course description. If necessary, the PSQC may request that the student submits additional documentation that provides an insight into the academic contents of the course completed.

In the event that the course is credited towards the current study it shall be indicated in the record of exams passed that the candidate has taken the exam in another institution; the grade shall not be recorded, but the requirement shall be considered satisfied.

If the contents of the course passed only partly comply with the course conducted in the framework of the study, the PSQ may request that the candidate attends classes for the missing contents and passes additional study obligations.

If a course was completed more than five (5) years prior to the submission of the application, the PSQC may request the candidate to take a refresher course and pass the relevant exam.

ACADEMIC REQUIREMENTS
Article 11

The academic requirements of the DBA program include 60 ECTS credits per academic year. The total academic requirements for all three years are 180 ECTS credits.

Participants may not be absent for any courses or research seminars during the Program. In case of justified absence, he/she will be required to take substitute course(s) in the DBA Program in the following year and will not be entitled to receive the degree until all course requirements are met.

Under exceptional circumstances only, the DBA Program Director in consultation with the Faculty member(s) in question may decide to substitute remedial work to compensate for minimal absences during courses or research seminars. In such cases, the participant would still need to submit satisfactory remedial work, on time, as a condition to receive the degree.

There are specific deadlines for essay exams. The participants are required to submit their essays at the latest 30 days after the completion of the course. If a participant misses the

deadline, the exam is failed. In exceptional cases students may seek an extension from the faculty member responsible for the essay exam prior to the deadline.

Grading scheme:

ECTS Scale	IEDC Grading scale	Definition
A	10, 9	Excellent (outstanding achievement with minor, almost negligible errors)
B	8	Very Good (above the average standard but with some errors)
C	7	Good (generally sound work with a number of notable errors)
D	6	Sufficient (performance meets the minimum criteria)
E	5	Fail (some more work or considerable further work required before the credit can be awarded)

CONDITIONS FOR ADVANCING TO THE NEXT YEAR

Article 12

In order to advance from the second to third year, DBA students must complete all required courses, attend the requisite research seminars, publicly present their dissertation proposal and obtain approval of their DBA dissertation proposal from the PSQC.

In order to advance from the third to the fourth year, DBA students must complete all required courses, attend two research seminars. DBA students need to prepare and submit an article for publication in JCR journals or in journals indexed in the databases SCI, SSCI or A & HCI or journals outside the SCI, SSCI or A&HCI, with the international editorial board, included in an international bibliographic database or in a publication approved by the Post Graduate Quality Commission.

An article needs to be accepted or published before the DBA degree is awarded.

By way of exception, the PSQC may allow advancement to DBA students that have justifiable reasons and set a deadline for them to fulfill all of the requirements.

THE MENTOR AND THE CO-MENTOR

Article 13

After a DBA student enrolls into the DBA program and has reached required milestones, the PSQC appoints a mentor at the proposal of the DBA Program Director and by agreement with the DBA student and the potential mentor.

The eligibility criteria to become a Mentor or a Co-mentor are as follows: a higher education teacher (full professor, associate professor, assistant professor), researcher (research counsellor, senior research fellow, research fellow), Professor Emeritus, and appropriately qualified specialist.

The mentor must monitor the study progress of the mentee, advise her or him in selecting elective courses, as well as facilitate the work on the DBA research. The mentor approves the DBA research proposal as well as the article to be submitted for publication. The

mentee must report to her or his mentor on the progress in the DBA program once a semester.

PRESENTING AND REGISTERING THE DISSERTATION PROPOSAL

Article 14

The DBA student presents the dissertation proposal at a research seminar. The DBA student must submit the dissertation proposal to the DBA Program Director and/or his or her mentor for approval prior to the presentation.

The faculty members attending the presentation of the dissertation proposal act as Dissertation Proposal Evaluation Committee and perform the functions thereof. At least three members of the IEDC faculty and/or appointed faculty along with the mentor attend the presentation. After the presentation of the dissertation proposal, the faculty members in attendance prepare a written report assessing the presentation of the dissertation proposal, with comments and suggestions for corrections, and submit it to the student and to the PSQC.

Article 15

Exceptionally, two students may propose to do joint DBA research and write a joint DBA dissertation. This will be allowed if:
- Clear synergy of joint work is evident, leading to higher quality of the research output than it would be the case with separate individual effort;
- The contribution of each of the two DBA students to the DBA research and to the dissertation text are clearly identifiable and separable;
- It is clear from the proposal that the contribution of each of the twoDBA students will have the volume and quality corresponding to the one expected for an individual DBA research and dissertation.

Article 16

Based on the presented dissertation proposal and after taking into consideration the faculty comments and suggestions, a DBA student must submit an approved dissertation proposal to act as document registering his or her research topic with the PSQC.

The dissertation proposal that acts as registration of a research topic (a maximum of 12 pages; 3,600 words or 24,000 characters, excluding references) must contain the following:
- The title;
- A description of the dissertation topic area and the issues that the dissertation addresses, including the definition of the issues;
- The research topic, research questions, and an assessment of the dissertation's contribution to the field of knowledge;
- A description of methodology that the student will use to produce the dissertation;
- The structure of the dissertation (a table of contents); and
- A bibliography of the relevant literature that will be used for the dissertation.

The DBA dissertation topic should be written in the English language.

Article 17

The PSQC will vote about the registration of the proposed topic. In accordance with statutory regulations all members must agree in order for the registration to be accepted.

When deemed necessary, the PSQC will appoint a co-mentor in addition to the mentor by correspondingly applying the same provisions as for appointing a mentor. The co-mentor shares all the responsibilities with the mentor. All decisions made by the mentor and the co-mentor must be made by consensus.

Article 18

In case that the PSQC rejects the research topic, it must set a deadline for the DBA student to modify or supplement the proposed topic, or otherwise take into consideration the comments.

In case that the DBA student fails to register the research topic twice, the PSQC has the right to expel that student from the studies, in accordance with Article 36.

PREPARING THE DISSERTATION

Article 19

DBA students must present the progress of their research work at regular research seminars.

Prior to submitting the DBA dissertation, students must demonstrate the results of their work on the dissertation by authorship or co-authorship of an article that has been submitted for publication in any type of publications listed in Article 12. The article must address the dissertation subject area and be logically incorporated into the dissertation text.

Article 20

The DBA student must submit at least 5 bound copies of the dissertation to the IEDC within eight years after starting the DBA program.

The DBA student brings one bound copy of the dissertation with her or him on the day of the defense. Each copy must include a signed statement confirming the student's authorship of the dissertation. The DBA dissertation may be written in the form of a monograph (e.g. traditional thesis) or a series of articles. The former, i.e. a DBA dissertation in the form of a monograph is an extensive, comprehensive, and detailed treatment of a defined research issue. In case of the latter, the DBA dissertation should consist in the form of a collection of published articles, articles accepted for publication, and articles suitable for publication as a collection of scholarly contributions in a specific area. This should include an extended introduction; a summary of conclusions that act as integrative results; must be agreed to during the research proposal and needs permission (including prescriptions regarding the format thereof) from the Post Graduate Quality Commission).

In addition to the bound copies, a DBA student also submits an electronic version of the dissertation. An online version of the dissertation is available at the IEDC Library. The IEDC has the right to use the dissertation for its educational and research purposes. The IEDC withholds the right, in consultation with each successful DBA student, to make any dissertation publicly available.

DBA dissertation must be written by the rules of "Technical guidelines for written works, IEDC – Bled School of Management".

ASSESSING THE DBA DISSERTATION

Article 21

After the dissertation is submitted by the student, three reporters are appointed to evaluate the DBA dissertation. As a rule, and in accordance with Article 26 of these Regulations, the appointees are appointed as both evaluators and members of the Defense committee at this time. On proposal of the DBA Director, the PSQC appoints them from among a higher education teachers (full professor, associate professor, assistant professor), researchers (research counsellor, senior research fellow, research fellow), Professor Emeritus, or appropriately qualified specialist.

suitable faculty and research staff members that have a doctorate or habilitation in the area or related discipline in which the student wishes to receive a doctorate. As a rule, at least one reporter is a member of the teaching faculty or a research staff member from an outside faculty, university, or institute. The DBA student's mentor and co-mentor do not serve as dissertation evaluation reporters.

Article 22

The dissertation evaluation reporters must review the dissertation and provide any comments to the DBA student within two months of being appointed and each reporter sends his or her report separately to the PSQC in a sealed envelope. The DBA student has six months to correct, improve, change, or supplement the dissertation. After this period the dissertation is submitted for final review, and a decision is submitted to the PSQC in no later than one month. These deadlines do not include the time between 16 July and 31 August and between December 10 and January 10.

Article 23

As a rule, the report on the assessment of the DBA dissertation comprises 4 to 6 pages (between 10.000 and 15.000 characters) of text and must include the following:
- The title "Assessment of DBA Dissertation," the DBA student's full name, and the dissertation title;
- An analysis of the structure of the dissertation and the methodology used;
- An evaluation of the originality of the dissertation thesis, the validity of its argumentation, the agreement of the thesis with the dissertation proposal, and its contribution to the field of knowledge; and
- A final assessment and a statement on whether the dissertation defense may take place.

Article 24

If the PSQC receives two negative reports from the dissertation assessment reporters, it:
- accepts the negative assessment and reject the dissertation, or
- sets a deadline for the student to modify or supplement the proposed dissertation. The deadline must not be longer than one year;
- is communicated to the student that this is regarded as the first rejection of the dissertation.

The dissertation assessment reporters review the modified or supplemented dissertation once again and submit new reports on it to the PSQC.

If one report is negative, the PSQC appoints an additional reporter that submits his or her opinion within one month. If this report is also negative, the process under paragraphs

one and two of this article is applied. If two or more negative reports are received, it is regarded as a fail and constitutes as second rejection.

If the rejected DBA dissertation was the result of joint work (under the condition presented in Article 15), it is rejected as a whole and both DBA students are affected by the rejection.

If the DBA student fails to modify the dissertation within the set deadline, the dissertation is rejected.

Article 25

The DBA student cannot submit a rejected DBA dissertation a second time. The DBA student may engage in registration of a different research topic and preparation of new DBA dissertation, but only within the overall time limit applicable for the duration of the study status, defined in Article 20.

DEFENDING THE DISSERTATION

Article 26

The Postgraduate Studies and Quality Commission, appoints a Defense Committee. As a rule, the Defense Committee is composed of a Chairperson, the dissertation assessment reporters (in accordance with Article 21 of these Regulations), the mentor, (the co-mentor), and the DBA Program Director . As a rule, the chairperson is the DBA Program Director. In case that the DBA Program Director cannot be present at the defense, the DBA Program Director will appoint a different chairperson.

DBA Program Director determines the day of the defense at the proposal of the Defense Committee and by agreement with the DBA student.

Minutes of the dissertation defense are kept by the DBA Program Manager, and these minutes include the questions that the DBA student is asked at the defense.

Article 27

The public defense of the dissertation is led by the Defense Committee.

The Defense Committee chairperson opens the defense by presenting the DBA student (her or his biographical information and publications), the title and area of the dissertation, and the manner in which the dissertation was prepared. The chairperson then turns the floor over to the DBA student.

The DBA student is entitled to up to 40 minutes to present the dissertation and may make use of audiovisual equipment.

After the DBA student has presented the dissertation, the mentor and other Committee members are allowed to present the main points of their assessment of the dissertation, and present their questions to the student. With the approval of the chairperson, others present at the defense may also submit questions.

As a rule, the defence should not take longer than 90 minutes.

Following the defense, the Defense Committee meets separately and decides whether the DBA student has successfully defended the dissertation. The decision is given in writing and includes the DBA student's name, the title of the dissertation, the Committee's decision, the date and time of the defense, and the signatures of the Committee members.

In case that the Defense Committee evaluates the dissertation as an exceptional contribution to management science, it can declare that the DBA student has obtained the DBA degree *summa cum laude*.

Immediately after the Defense Committee's meeting, the chairperson reads the decision to the DBA student and those present at the defense.

Article 29

Minutes are kept on the work of the Defense Committee and are signed by all of the Committee members. A list of the questions asked by the Committee members is appended to these minutes.

The DBA student receives a temporary certificate confirming that she or he has earned a doctorate, that substitutes for the DBA diploma until the conferral of the DBA during the next IEDC Graduation Ceremony.

CONFERRAL OF THE DOCTORATE

Article 30

The Doctorate is conferred at the IEDC Graduation Ceremony

Article 31

The DBA diploma bears the name of the IEDC-Bled School of Management. The diploma includes the full name of the recipient of the DBA and her or his date and place of birth. The DBA diploma also includes the dissertation title, the name of the mentor and any co-mentor, and the date of the defense and conferral. It bears the seal of the IEDC-Bled School of Management.

LEAVE OF ABSENCE

Article 32

A DBA student has the right to apply for leave of absence from the DBA Program. Application for leave of absence must be approved by the DBA Program Director and then sent to the PSQC for approval. Leave of absence will normally be granted on the basis of personal or academic reasons.

Application for leave must be received by the PSQC no later than one month before the beginning of the leave.

All decisions on leave of absence will be based on an individual assessment and with due regard to the subsequent completion of the DBA program. Leave of absence is not usually granted for more than one year, however, this does not include leave of absence in connection with childbirth/adoption/etc. In connection with leave of absence, the enrolment in the DBA program is extended accordingly.

The DBA student may not actively participate in formal studies during the leave of absence and is not entitled to supervision from the side of the mentor or school. If accepted by all parties, the DBA student may participate in a planned course provided that this course is of significance to the student's DBA studies and is not expected to be offered again at a later date.

ACADEMIC INTEGRITY REGULATIONS

Article 33

IEDC has strict standards governing the academic integrity of all coursework, examinations and research work. All submissions for academic evaluation must be the original and independent work of the DBA student making the submission. In particular, DBA students must not commit either plagiarism or collusion.

If DBA students have any questions about what constitutes plagiarism or collusion, they should clarify their questions with the DBA Program Director.

All DBA students in the Program are subject to the academic integrity standards and regulations. In the case where a DBA student violates any one of these regulations, the normal consequence is the DBA student's dismissal from the Program. The specific decision regarding the consequences for violating academic integrity regulations rests with the Faculty Council and is determined on a case-by-case basis.

Article 34

Plagiarism
Plagiarism is the offence of attributing someone else's work as your own. One form of plagiarism is the copying of other people's work or ideas (with or without their knowledge) and submitting it under your own name. A second is the use of material without proper citation. Plagiarism is an offence whether committed with intent or not.

Easy access to a very large source of electronic information through the Internet has made the academic integrity issue of plagiarism a major concern within academic institutions. IEDC DBA students should note that papers and the dissertation submitted for evaluation are subject to electronic analysis that identifies content that is similar to information contained within other available sources. Any indication of potential plagiarism will be scrutinized intently and any confirmed incident of plagiarism will be dealt with severely, normally by dismissal from the Program.

It is entirely expected and required that DBA students refer to and quote the works of others. The aim of such standards is to ensure that the work of others is not misrepresented as a DBA student's original work. All DBAl students must provide citations and references for all material created by others that is incorporated into the DBA student's work. The normal practice for citation and reference within the IEDC DBA Program is APA Style (American Psychological Association). By exception, students may seek permission to use an alternate, internationally accepted system of citation and referencing. Such approval must be obtained from the DBA Program Director.

Collusion

Collusion is the offence of submitting work as your own when it has been completed jointly with another person or persons (whether or not these others are students). Please note that also any DBA student who knowingly aids or allows another DBA student to copy his or her work will be regarded as guilty of collusion. Any indication of potential collusion will be scrutinized intently and any confirmed incident of collusion will be dealt with severely, normally by dismissal from the Program.

REMOVAL FROM THE STUDY PROGRAM

Article 36

A DBA student may be excluded from further studies and research in the following cases:
- If a DBA student fails to complete a required or elective course either because of unjustified absence or because of not passing the exam. Exceptionally, a DBA student failing to complete a course for the first time might be allowed to take the course once more, if the PSQC approves the request made by the DBA student;
- If a DBA student does not attend the required number of research seminars, does not submit the required article, or the mentor reports lack of progress in research activities, and the DBA student does not improve performance after receiving the formal notice from the DBA Program Director;
- If the PSQC does not approve the dissertation proposal or dissertation topic;
- If the DBA student has been found in violation of Academic Integrity issues, in particularly with respect to plagiarism or collusion;
- If a DBAl student does not complete the dissertation within six years after being enrolled into the study program;
- If a DBA student engages in conduct, which is harming the image of the profession and/or the IEDC;
- If a DBA student is found to be in contravention of standard research ethics;
- If a DBAl student does not meet financial obligations or other mandatory stipulations defined by the study contract.

In case that the DBA Program Director decides to remove a DBA student from the program, it has to notify that person in written via registered mail about the decision and the reasons for it.

The DBA student who has been removed from the DBA program has the right to appeal to the PSQC within 15 days of receiving the registered mail with the decision. The PSQC must review the appeal and accept or reject it within 15 days after it is filed.

The DBA student's active status is terminated 15 days after the decision of the PSQC in case of no appeal, or on the day of the decision, in case that the appeal was rejected.

The DBA student removed from the study program is obliged to pay the remaining part of the full tuition fee within 30 days after the date of removal.

WITHDRAWAL OF A DOCTORATE

Article 37

A doctorate may be withdrawn if it is determined that the dissertation in whole or in part is not the result of the DBA student's own achievement and independent work or when other inconsistencies or issues in violation of Academic Integrity emerge.

APPEAL

Article 38

A student may appeal to the decision made by the PSQC to the Senate. The decisions made by the Senate are final.

TUITION

Article 39

The amount of the tuition is defined in the study contract.

POSTGRADUATE STUDIES AND QUALITY COMMISSION

Article 40

In addition to the members defined in the the Statute of the IEDC– Bled School of Management, Postgraduate Studies, an additional member shall be appointed to the PSQC as a DBA representative.

The PSQC DBA Representative will only participate in meetings and have a voting right when the agenda is directly connected with DBA.

The PSQC DBA Representative does not require academic credentials, but has at least 15 years of high level experience of working in the corporate sector.

The PSQC DBA Representative will be appointed by the Senate.

FINAL PROVISIONS

Article 41

These Regulations enter into force on the day when the Senate of IEDC-Bled School of Management, Postgraduate studies adopts them.

Bled, March 12, 2020

DBA Program Director